New functionality in TREX 1.2

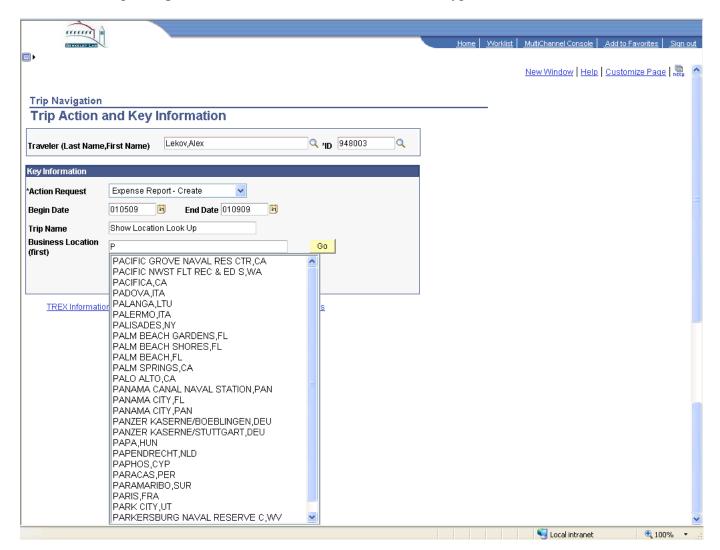
Improved Location Look up functionality.

The current functionality to look up locations in TREX is somewhat cumbersome. If the user knows and wants to type the full name of the location, it has to be typed exactly as it is stored in TREX, otherwise the system displays it as an error and does not allow to continue. The system requires the location typed in capital letters starting with the city, comma, no space after the comma, and two character code for US states or three character code for foreign countries. Users could also type three to four characters of the city's name and use the look up button ().

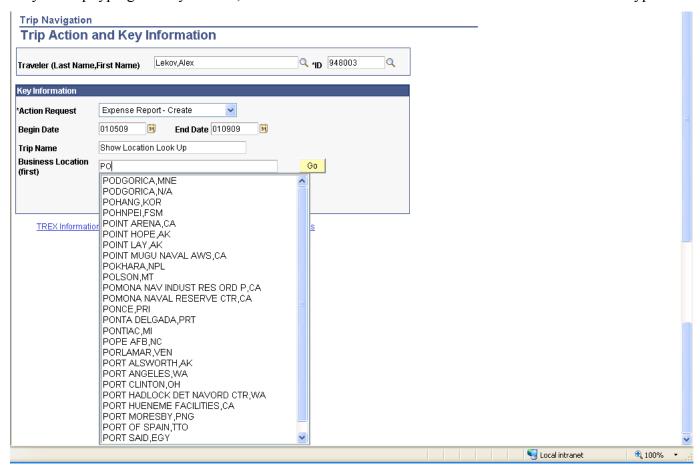
TREX v1.2, disregards the font case and as soon as the user starts typing the first character of the location name, a list with all cities in the system starting with the given character will display (the list is limited to 25 cities), as more characters are input, the list will keep narrowing. The appropriate location can be selected when it is identified. The location might be selected from the very first screen where a document starts being created or at the second screen where the 'Trip Description and Business Benefit' is entered.

If you can't find the location you need, please send an email to TREX @lbl.gov requesting to set the specific location in TREX.

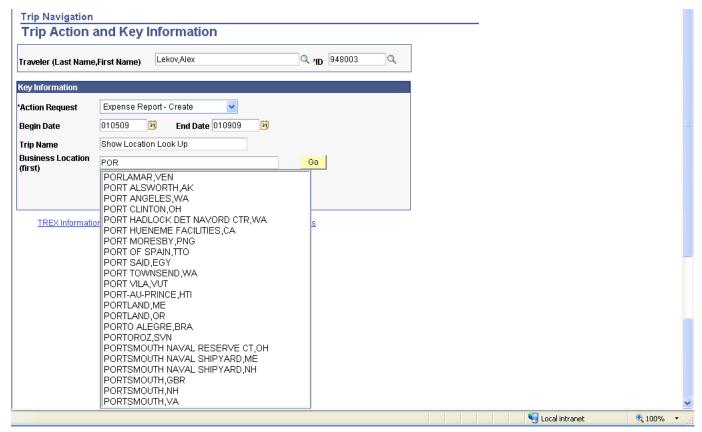
First screen 'Trip Navigation', list of locations with first character typed.



As you keep typing the city's name, the list will narrow. List of locations with second character typed.



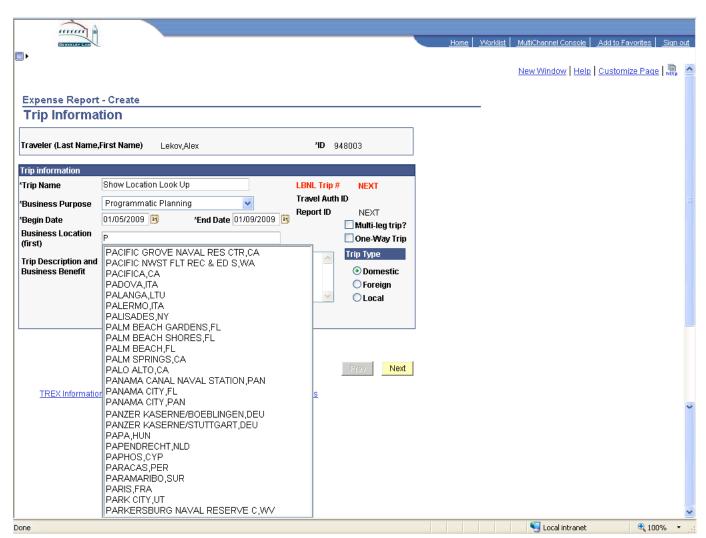
List of locations with third character typed.



Once the location appears in the list, it can be selected:



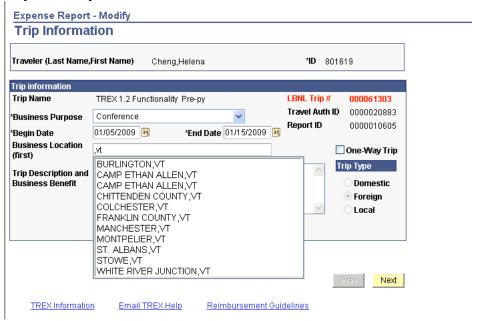
This screen shows the look up of the location in the second screen



With this functionality, travelers can view all cities for a US State or for a given country by typing a comma and the state (two character code) or the country (three character code). (A list of country codes is posted in the Travel Office web-site:

http://www.lbl.gov/Workplace/CFO/assets/docs/travel/trex training/CountryCodesInTREX.doc

City search by US State:



City search by Country:

